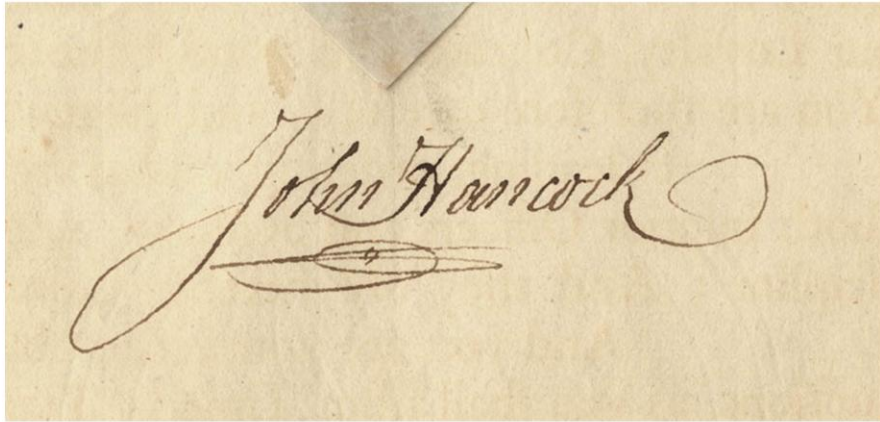


# **ADOBE ACROBAT**

Welcome to the Adobe Acrobat Just-in-Time Learning series. In this session we will cover how to create and use digital signatures.

## Creating a Signature



You just received a pdf document via email and the sender has asked you to sign and return the document. Does this mean the sender wants you to print out the document, sign it with pen and ink and mail it back? Just how do you sign an electronic document? With a digital signature you can create within Adobe Acrobat.

TestForm.pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

Create PDF Combine Files Export Start Meeting Secure Sign Forms Review & Comment

1 / 1 50% Find

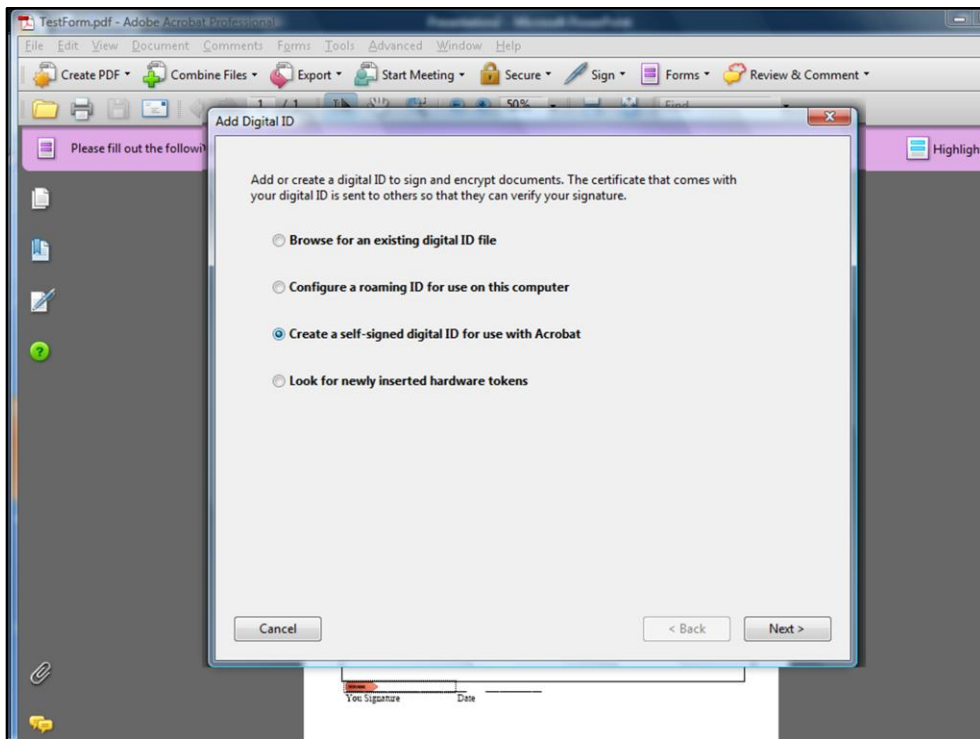
Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients. Highlight

### Test Form

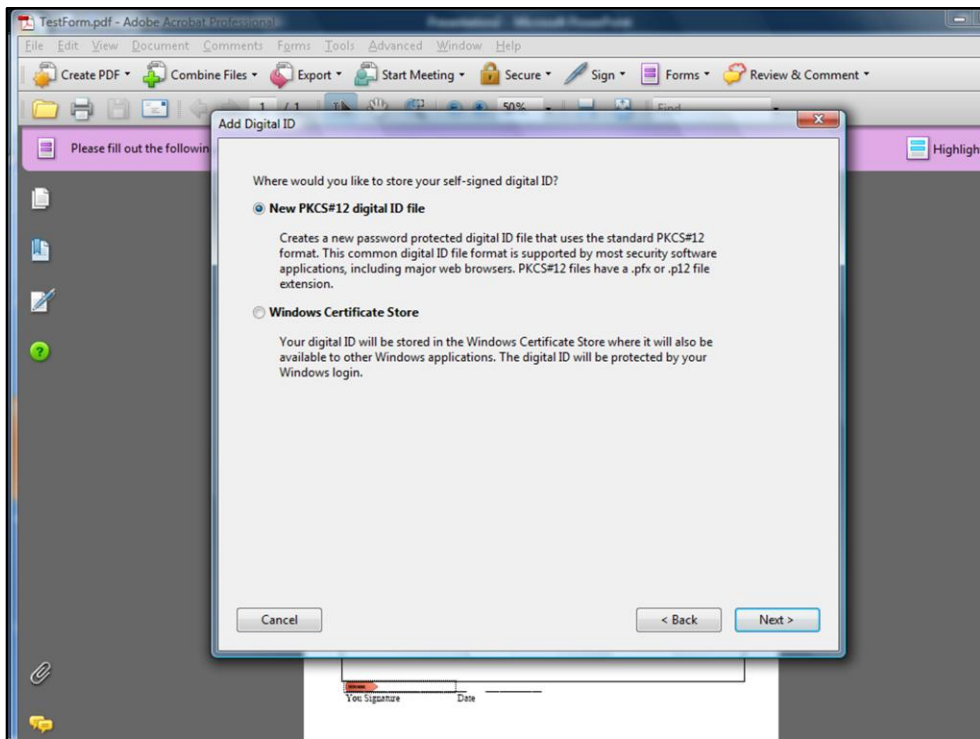
Test Name:		Phone:	Date Tested:
Reason Testing:			
Address:			
City:	State:	Zip:	
Phone:	Fax:		
Start Date of Test:	End Date of Test:		
Location of Test:			
Purpose of Test:			
Payment Schedule:			
Allocation of Costs (if Necessary): <small>(a number is better, but at least an %)</small>			
Description of Test (check boxes below):			
<input type="checkbox"/> Easy	<input type="checkbox"/> Materials		
<input type="checkbox"/> Quick			
<input type="checkbox"/> Acceptable			

\_\_\_\_\_  
Your Signature                      Date

So just how do you create a digital signature? It is rather simple, and I've provided a Test Form with this Just-in-Time session for you to practice. Take a moment and open that form now. You can pause this lesson while you do this. Now, with the form open notice there is a signature block at the bottom of the form. Click in this block to open the Add Digital ID window.



The first window that will open asks you how you want to create your digital ID. There are a number of ways to do this, but for this exercise let's use the Create a self-signed digital ID for use with Acrobat. Click next to continue.



This next window asks where you would like to store your digital ID once it is created. For this exercise we will use the default option New PKCS#12. Click next to continue.

The image shows a screenshot of a software application window with a menu bar (File, Edit, View, Document, Comments, Forms, Tools, Advanced, Window, Help) and a toolbar with icons for 'Create PDF', 'Combine Files', 'Export', 'Start Meeting', 'Secure', 'Sign', 'Forms', and 'Review & Comment'. A modal dialog box titled 'Add Digital ID' is open in the center. The dialog contains the following text and fields:

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

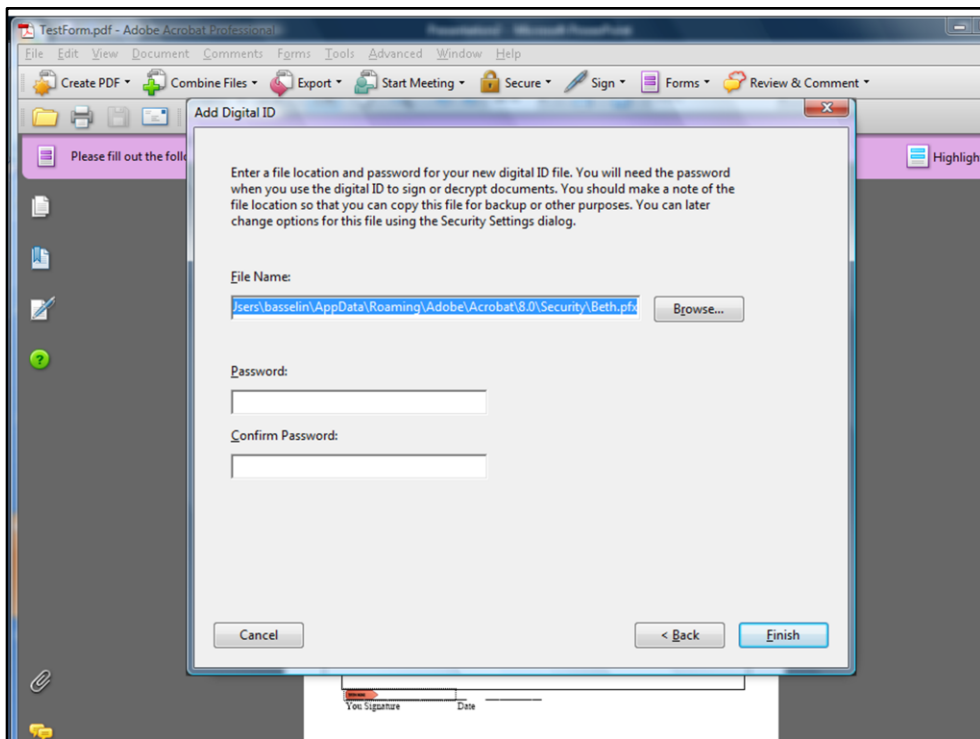
☐ Enable Unicode Support

Key Algorithm:

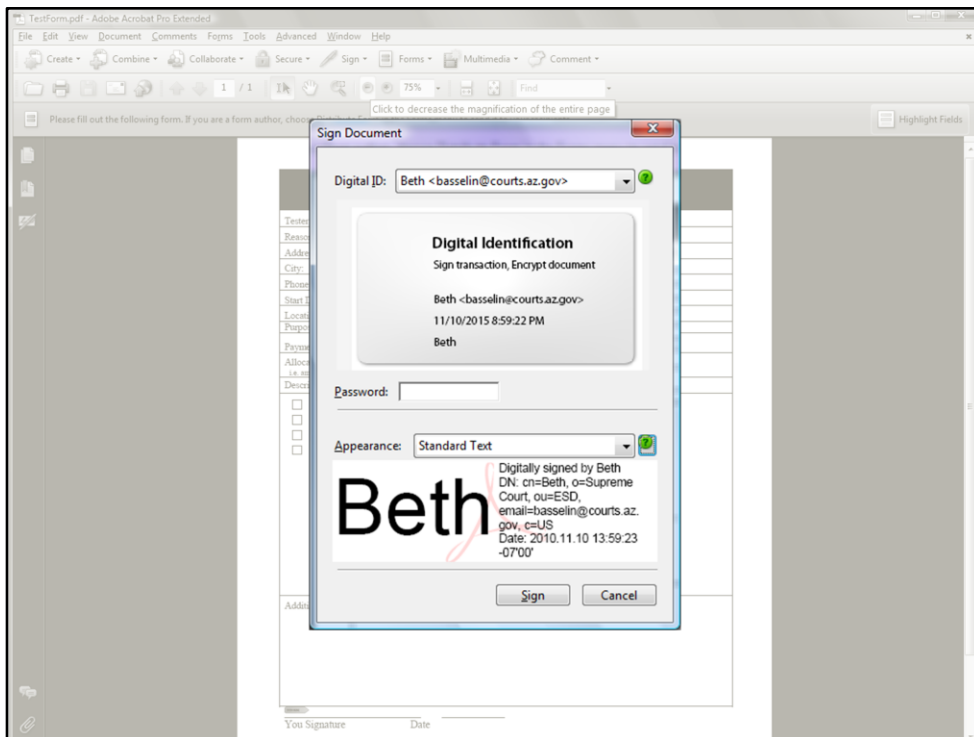
Use digital ID for:

At the bottom of the dialog are three buttons: 'Cancel', '< Back', and 'Next >'. Below the dialog, a portion of a document is visible with labels 'You Signature' and 'Date'.

This window is where you will fill in the information that will appear in your digital ID's certificate. Fill in the top portion, and if you wish, you can leave the bottom half of the form to default. Click next to continue.

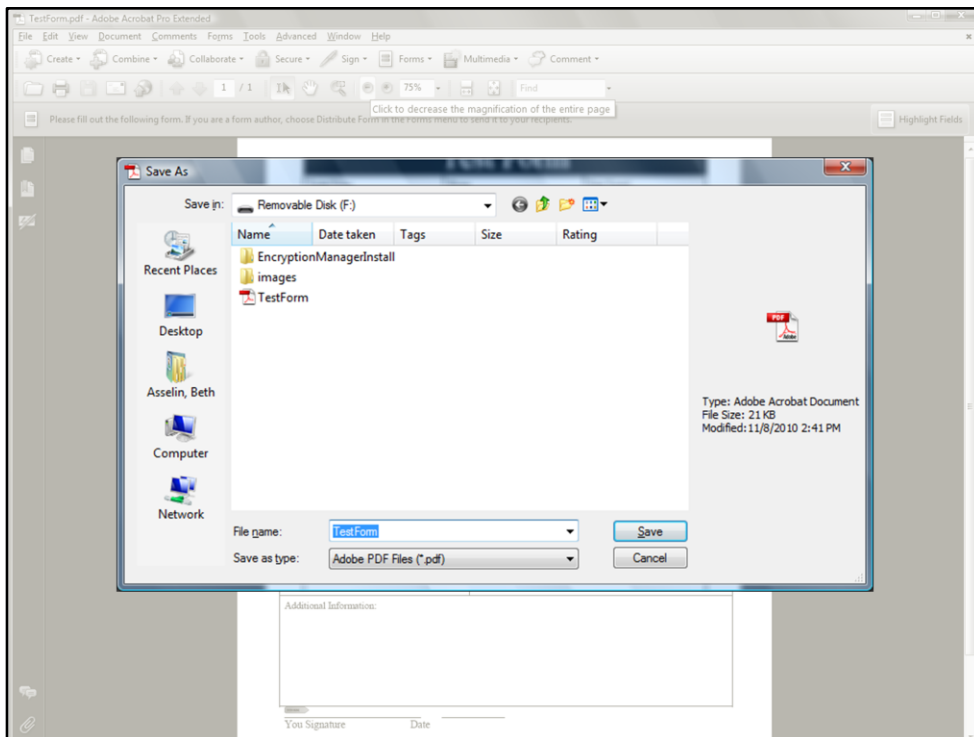


Finally, you will need to determine where you want to save your ID file and create a password for it. A password is required. Click Finish.

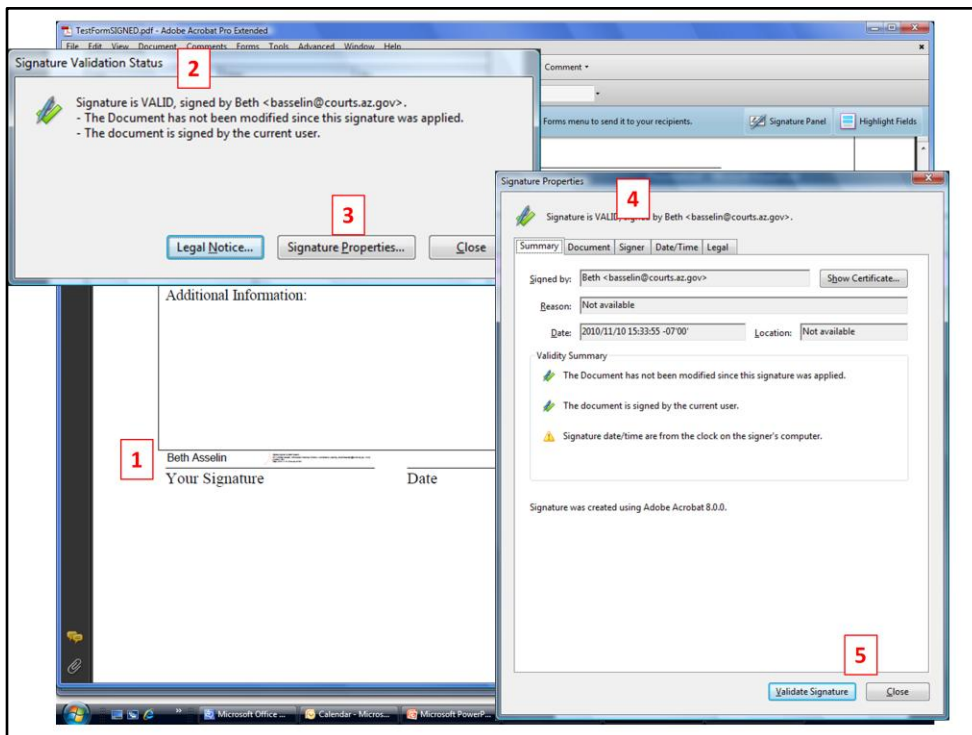


This next window is the Sign Document form and it shows how your signature will appear on the document. Fill in your password and click the Sign button.

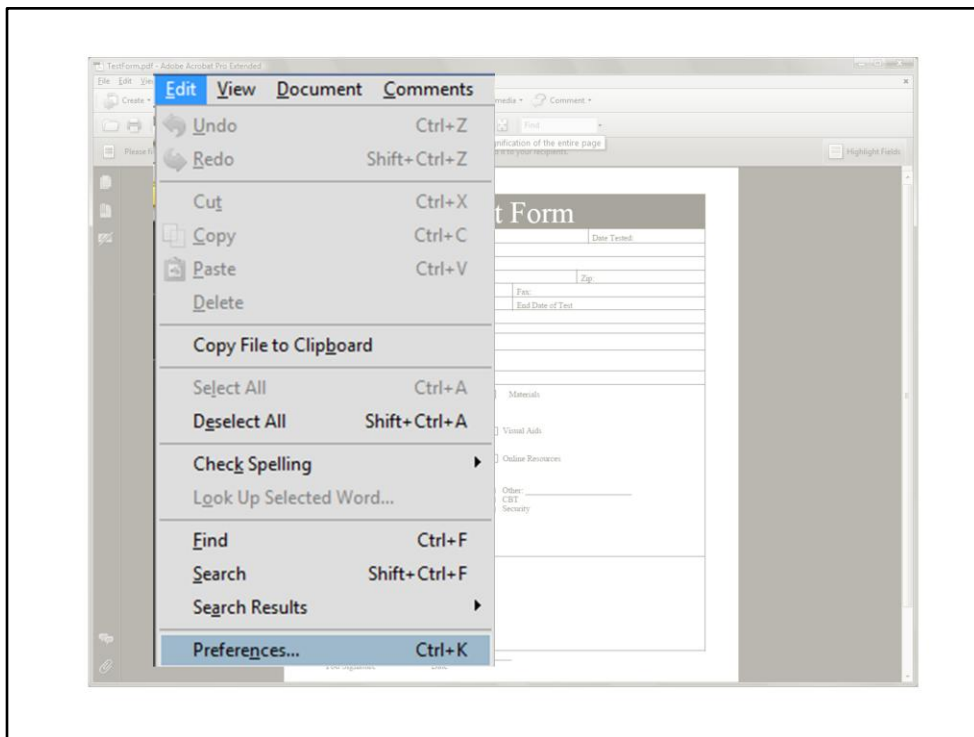




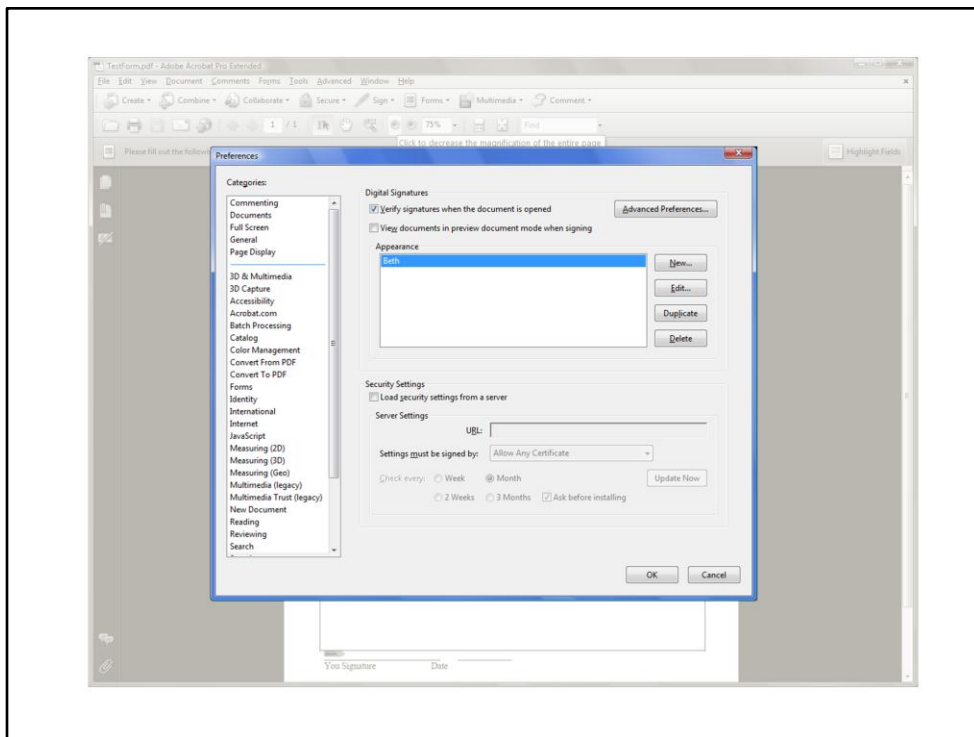
You will be prompted to save the test form, save it to a location you will remember so you can return it to sender.



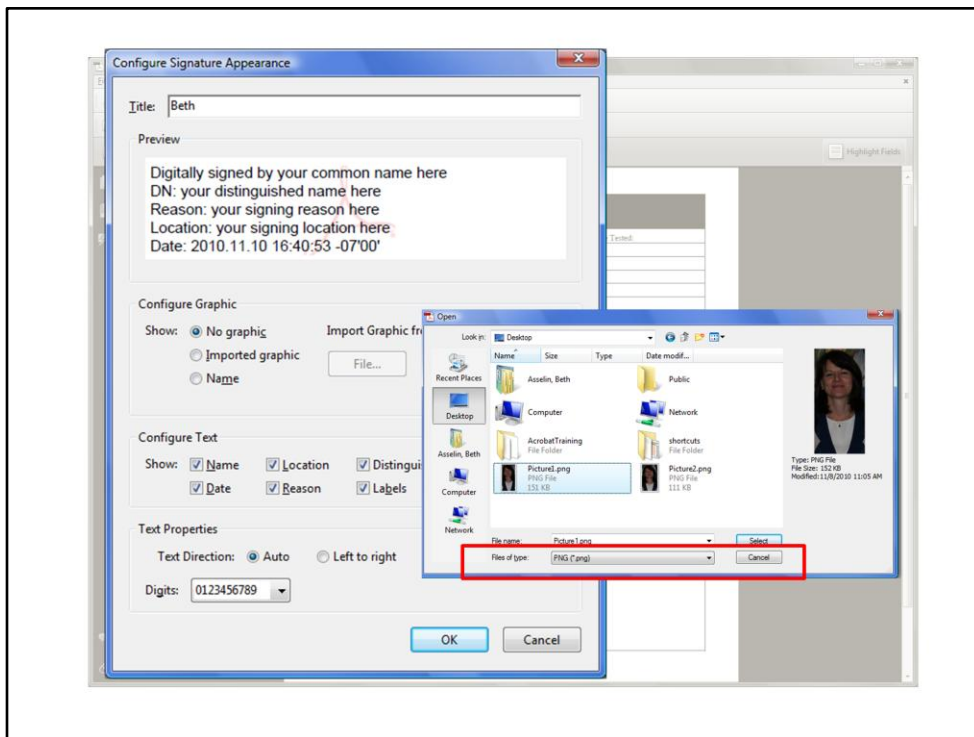
Notice that your signature now appears on the form (1). Clicking your signature opens the **Signature Validation Status** (2), this window verifies your signature. To review your signature information click the (3) **Signature Properties** button. This will open the (4) **Properties** window from which you can review and edit your signature information. Click either the (5) **Validate Signature** or **Close** button to close the form.



Now that you have your signature created you want to modify it to make it more polished and professional looking. To do this you will need to go into the preferences window. First, from within Acrobat click **Edit** from the toolbar, scroll down to the bottom of the menu and select the **Preferences** option.

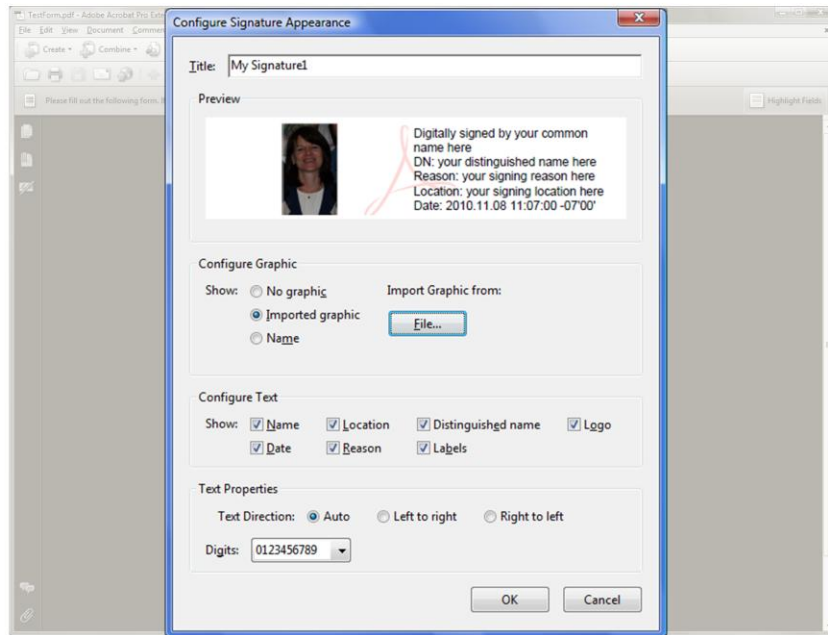


This will open the **Preferences** window. From here scroll down the categories list and click the **Security** option. You should now see your newly created signature in the Appearance box in the middle of this window. Click on your signature title and then the **Edit** button on the right. This will open the **Configure Signature Appearance** window. Note that from here you can also create a new signature by clicking the **New** button on the right. You may create multiple signatures to use for different purposes.



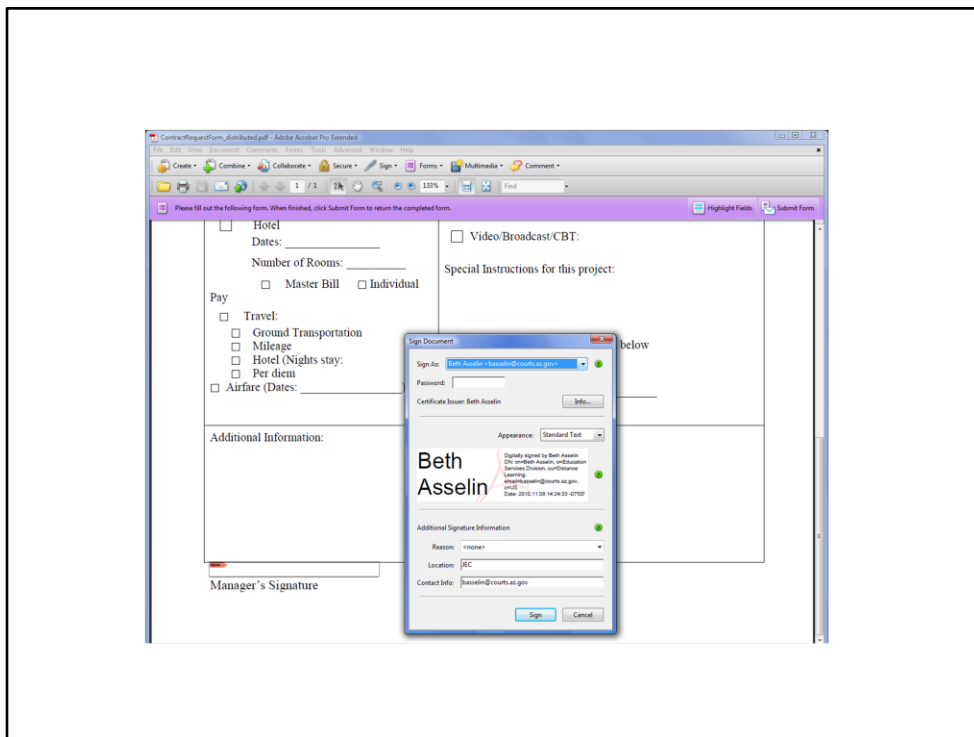
From the **Configure Signature Appearance** window you can decide if you want to change your signature's title or leave it as is. Next you can determine if you want a graphic to appear in the signature block. This image can be anything you wish. For example, it can be a digital version of your written signature, a picture of you, or your division's logo.

To add an image, click the **Imported graphic** radio button and use the **Browse** button to locate your image file. Be certain when you are in the **Open** window that you have the image extension selected under the **File Type** for the type of image you are using (bmp, jpg, tif etc.). Click **Select** to add your image and then **OK** on the **Select Image** window.



You can now see how your image looks next to the signature block. Next you want to configure what information appears on the block. You can choose to show your name, the current date, location and other information pertaining to your signing a document. At a minimum you will want to show your name and the date of the signature. Finally you can set your text properties, selecting either Auto, Left to right, or Right to left.

Click **OK** to finish the set up and create your signature. Click **OK** to close the **Preferences** window.

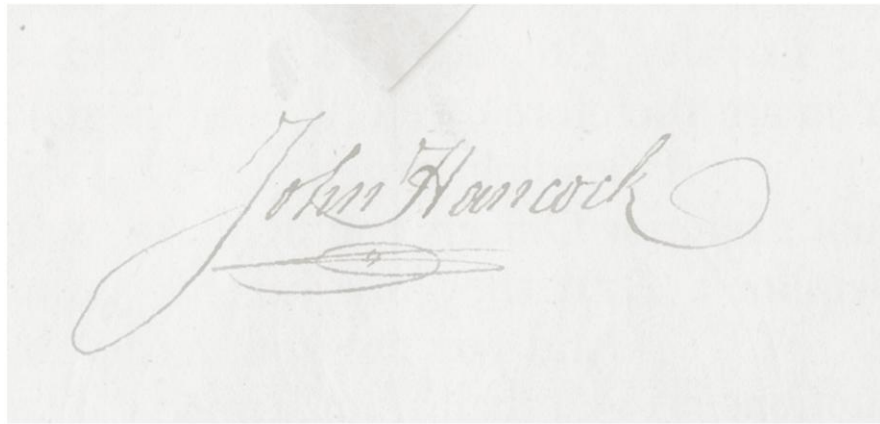


Now let's test your edited signature. Using the **Test Form** document again click the **Your Signature** line. This will open the Sign Document window. In the **Sign As** field you should see your information. Leave this as is, however note you can refresh the ID list or create a new ID if you choose.

Next under the **Appearance** click the down arrow and select your new signature. This will now appear in the preview window.

You may leave the additional information as it, or you may fill in as you see fit.

Complete your password and click **Sign** to apply your signature. When prompted save the document to a location of your choice.

A digital signature of John Hancock, rendered in a cursive script. The signature is enclosed within a thin black rectangular border. The text "John Hancock" is written in a fluid, handwritten style, with a large, stylized initial 'J' and a decorative flourish at the end.

In this session we learned how to create and use digital signatures. I hope you found this information useful. See you next time!